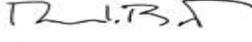


PROGRAM GUIDANCE

PROGRAM: Indian Housing Block Grant

FOR: Tribal Government Leaders and Tribally Designated Housing Entities


FROM: Rodger J. Boyd, Deputy Assistant Secretary for Native American Programs, PN

TOPIC: Guidance for the Word and Excel Versions of the Indian Housing Plan/Annual Performance Report

PURPOSE: The purpose of this guidance is to provide tribes and tribally designated housing entities (TDHE) that are recipients of Indian Housing Block Grant (IHBG) funds with information on how to complete the Indian Housing Plan (IHP)/Annual Performance Report (APR) (HUD-52737) using the Word and Excel versions. The attached guidance has been updated to reflect the IHBG regulations at 24 CFR Part 1000 that became effective on January 2, 2013.

BACKGROUND: The Word version of the form has been revised and an Excel version has been created to simplify the form and reduce its burden on tribes and TDHEs. Both versions of the form request the same information. The Excel version of the IHP/APR is superior because it simplifies the completion of the form by providing drop-down menus, check boxes, auto-filling data fields, columns and rows that automatically total, text fields that expand to accommodate narratives of any size, data quality checks, and other enhancements. Using the Excel version is highly recommended because it is easier and quicker to complete.

The Excel version features additional information on almost all elements of the form. Wherever there is a small red triangle in the corner of a cell, there is information explaining the purpose of that section and line of the form. Place the cursor over the cell with a red triangle and instructions for the field will appear. These instructions are the same as those provided in the attachment to this guidance. There is no requirement to read the additional information; it is merely provided to make it easier to understand how to complete the form.

PROCEDURE: A description of the Word and Excel versions of the IHP/APR is provided below.

Word Version

The first version of the combined IHP/APR was dated February 2, 2011. A second version of the form was dated July 14, 2011, and on May 18, 2012, technical corrections were made to the form's language. The current Word version of the form dated June 29, 2013, replaces the May 18, 2012 form. If the IHP/APR was submitted using a prior version, note that the following changes were incorporated in the current version of the IHP/APR.

- Section 3 (Program Descriptions), Eligible Activities: Added "Operation and Maintenance of NAHASDA-Assisted Units."
- Section 3 (Program Descriptions), Outcomes: Added "Assist affordable housing for low income households."
- Section 3 (Program Descriptions): Inserted an un-numbered row beneath Line 1.4 entitled "Describe Other Intended Outcome (Only if you selected "Other" above)."
- Section 3 (Program Descriptions): Inserted an un-numbered row beneath Line 1.5 entitled "Describe Other Actual Outcome (Only if you selected "Other" above)."
- Section 3 (Program Descriptions), Line 1.9: Added "Planned and Actual Number of Acres To Be Purchased in Year Under this Program."
- Section 5 (Budgets): Deleted Line 1 (Planned Grant-Based Budget for Eligible Programs).
- Section 5 (Budgets), Line 2 (Uses of Funding): In this section of the IHP, Columns L and M were combined. Column L now represents the estimated amount of prior AND current IHBG funds to be expended in the 12-month program year. This consolidation of columns changed the subsequent column lettering.
- Section 6 (Other Submission Items), Lines 4 and 5: Changed Line 4 to focus on anticipated planning and administration expenses for the IHP, and added Line 5 to cover actual planning and administration expenses for the APR.
- Section 7 (Indian Housing Plan Certification of Compliance), Section 9 (Tribal Wage Rate Certification), and Section 12 (Audits): Deleted the signature blocks because by signing the Cover Page, the recipient certifies these sections.
- Section 12 (Audits): Simplified the language so that if the recipient expended \$500,000 or more in total federal awards during the APR reporting period, an audit is required to be submitted at the same time to the Federal Audit Clearinghouse and your Area ONAP.
- Section 15 (IHP Waiver Requests): Added a signature block.
- Section 16 (IHP Amendments): Relocated the IHP Amendments from Section 2 to Section 16, changing all the section numbers after Section 1. Added a signature block.

The Word version of the IHP/APR (HUD-52737) is available on HUDCLIPS at:

<http://www.hud.gov/offices/adm/hudclips/forms/hud5a.cfm>.

Excel Version

All of the revisions to the Word version of the IHP/APR, as described above, are incorporated in the Excel version of the form. For full functionality of the Excel version of the IHP/APR, it is recommended that Excel version 2007 or higher be used. The Excel version contains macros that must be enabled in order for the form to be fully functional. The first page of the Excel version describes how to enable macros.

The Excel version of the IHP/APR is available on HUDCLIPS at:
<http://www.hud.gov/offices/adm/hudclips/forms/hud5a.cfm>.

Step-by-Step Guidance

Detailed, step-by-step guidance for completing the IHP and APR sections of the form is attached. The guidance provides in-depth descriptions of how to complete each section of the form along with numerous examples to assist the recipient. Using the guidance is strongly recommended, especially when completing the Excel version of the IHP or APR for the first time.

ADDITIONAL GUIDANCE: Contact your Area ONAP if you have any questions.

Attachment